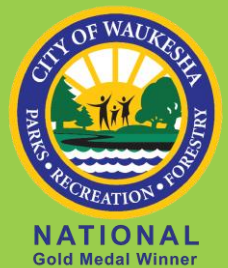




Youth Development Programs

Cool School Rec and Summer Explorers
Participant Handbook



WPRF Vision

"Gold Medal" services...Exceptional quality of life

WPRF Mission

To be responsive and committed to providing essential park, recreation and urban forestry services, making our community a desirable place to live, work and play.

General Information:

City of Waukesha Parks, Recreation & Forestry Department
1900 Aviation Drive
Waukesha, WI 53188
(262) 524-3737 (phone) (262) 524-3713 (fax)
www.waukesha-wi.gov

Office Hours:

Monday - Friday
8:00 am - 4:30 pm

Locations

Blair Elementary School

301 Hyde Park Drive, Waukesha
(262) 349-3738

Hawthorne Elementary School

1111 Maitland Drive, Waukesha
(262) 875-8054

Heyer Elementary

1209 Heyer Drive, Waukesha
(262) 349-3738

Summit View Elementary School

2100 Summit Avenue, Waukesha
(262) 993-2539

Banting Park Shelter

2019 Butler Drive, Waukesha
(262) 225-7417

Lowell Park Shelter

2201 Michigan Avenue, Waukesha
(262) 290-0920

Welcome to Cool School "Rec"/Summer Explorers

Welcome to the 2018 Waukesha Parks, Recreation and Forestry Department's Youth Development programs. We are thrilled your child(ren) will join us for a fun filled summer. We offer two recreation based programs, Cool School "Rec" in conjunction with the Waukesha School District's Summer School Program and Summer Explorers, held at our City of Waukesha Parks. We are excited to be providing these programs to the Waukesha Community.

We are thrilled to announce that we will offer extended programming at many of our locations this summer. Programming at all our sites will **begin Monday, June 11, 2018.**

This handbook has pertinent information regarding the program. This information will help prepare you and your child for a great summer!

We encourage all families to join us for our parent/child information night held on Thursday, May 31, 2018, 6:00-7:00 pm at the WPRF Office: 1900 Aviation Dr.

Thank you for joining us this summer!

Sincerely,

Gala Siegel,
Recreation Programmer
(262) 524-3715

Jeff Patzer & Bobby Foreman
Playground Coordinators
(262) 524-3737/ (262) 993-2085

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Cool School "Rec" Program Highlights

The Cool School "Rec" program is for students ages 5-12 years.

For more detailed program information, please read the following sections thoroughly for program information and guidelines. Some program highlights include:

- The Cool School 'Rec' program will separate students based on grade levels, example, entering Kindergarten and 1st grade. Grade level groups will operate separately for most the time; however, at times the groups may join for various activities. The early drop-off and late-pick up programs will operate as one program.
- Participants attending the Summit View, Hawthorne and Blair/Horeb sites will walk to Horeb pool on Tuesday afternoons. Participants attending Heyer will walk to Buchner pool on Tuesday afternoons. All sites, will participate in off-site bus field trips on most Friday afternoons. A field trip list will be available prior to summer programs starting. Pool visits and field trips are contingent upon weather and may be canceled at any time.
- During the weeks of summer school **(June 18-July 20)** Free Breakfast and Lunch program: The School District of Waukesha is providing a free breakfast and lunch program at Hawthorne, Heyer and Blair for the duration of summer school. All Cool School participants who wish to receive a free breakfast and/or lunch will be accompanied by a leader to the breakfast and lunch programs. Please note the first week of Cool School "Rec" programs the free breakfast/lunch is not available and students must pack a healthy nonperishable lunch.

Program Dates at each Cool School "Rec" site:

- **Hawthorne-** June 11-July 20
 - **Heyer-** June 11- July 20
- **Blair/Horeb-** June 11- July 20
- **Summit View-** June 11- August 17

There will be no School District of Waukesha summer school on the following dates:

- July 4, 5 and 6 (SDW Summer School Closed). Cool School Rec. will be available on July 5 and 6.
- **Tuesday, July 4, 2018 Cool School Rec. and Summer Explorers is closed.** Please join us at the 4th of July parade.

Summer Explorers Program Highlights

- The Summer Explorers program is for students ages 6 years – 12 years (no exceptions)
- Participants attending the Lowell Park site will walk to Horeb pool on Tuesday afternoons. All sites, will participate in off-site bus field trips on most Friday afternoons. A field trip list will be available prior to summer programs starting.
- Participants attending our Banting location will enjoy water games on Tuesday afternoons.
- Pool visits and field trips are contingent upon weather and may be canceled at any time.
- **Tuesday, July 4, 2018 Cool School Rec. and Summer Explorers is closed.** Please join us at the 4th of July parade.

Program Dates at the Summer Explorers site:

Banting- June 11- August 30

Lowell Park Shelter- June 11- August 23

Program Staff

The adult leaders are college students and college graduates who truly enjoy working with children. They all have experience with playground programs and/or have taught children in a school or recreation setting. Staff attends an intensive training program prior to the summer which includes certification and re-certification in First Aid and CPR, Behavior Management, Games/Activities training, etc. Cool School leaders are responsible for planning and supervising all daily activities.

The ratio of participants to Cool School/Explorers leaders is no greater than 12:1.

Leaders in Training (L.I.T.) opportunities are available to young people, ages 13-17, who are interested in assisting with the program. L.I.T.s must attend a Leading Forward workshop, apply for a position, interview and attend additional training workshops.

Program Structure and Goals

The primary goal of the Cool School "Rec" and Summer Explorers program is to provide children with a safe, enjoyable, and fun environment. This goal is accomplished by offering a variety of activities and materials that promote enjoyment, exploration, creativity, and play. The program is designed to enhance your child(ren) physically, socially, emotionally and intellectually.

Daily Schedule

Please note: Activities are subject to change in the event of inclement weather

7:30 - 8:15 am**:	Camper Choice Play
**7:40 - 8:05 am:	Free Breakfast program available at Hawthorne, Heyer, Blair/Horeb (during summer school) Participants who would like a free breakfast provided in partnership with Sodexo and the School District of Waukesha. Camper will walk to the school with a staff member.
8:15 - 10:15 am:	Group Activity Time (Active games, camp songs/skits, Arts/Hobbies)
10:15 - 10:30 am:	Snack (please pack a healthy nonperishable snack)
10:30 - 11:30 am:	Activity Rotations (enrichment, games/sports, team)
11:30 am - 1:00 pm:	Lunch and Camper Choice
Noon - 12:25 pm:	Free Lunch program available at Hawthorne, Heyer, Blair/Horeb (summer school only) Participants who would like a free lunch provided in partnership with Sodexo and the School District of Waukesha will walk to the school with a staff member.
1:00 - 3:00 pm:	Group Activity (active games, enrichment, Arts/Hobbies)
3:00 - 3:15 pm:	Snack (please pack a healthy nonperishable snack)
3:15 - 5:00 pm:	Group Activity (Group Games)
5:00 - 6:00 pm:	Camper Choice Play

Unique, hands-on activities and learning experiences will be introduced on a weekly basis.

Weekly calendars will be provided for parents. Calendars will include information on field trips, special events and daily activities. Please keep the calendars handy so that you have access to the Cool School phone number and contacts

Lunches and Snacks

Participants should bring a lunch and two snacks each day. Parents are encouraged to send food items that will make positive contributions to children's diet and health. Lunches should include beverages. A cooler, but not refrigeration, will be available for lunches and beverages. All snacks and lunches must be nonperishable.

School District Breakfast & Lunch Program: The School District of Waukesha and Sodexo will be providing a FREE breakfast and lunch program at Hawthorne, Heyer and Blair while **summer school is in session**. A leader will accompany participants as they walk to the program.

Water will be available always, and water breaks are encouraged throughout the day.

Many participants wish to have a snack during the day - morning and afternoon. A snack during the morning hours can help carry a participant through until lunch.

This is optional for each participant. Snacks should be ready to eat in bite-sized portions with any necessary utensils provided. The snacks that you provide are for your child's own consumption and should not be shared with other children.

Drop Off and Pick-Up Procedures

Drop-Off:

Parents must walk children to the designated meeting area and sign your child(ren) in to the program. If your child is participating in summer school classes before the "Rec" program, he/she will be signed in upon arriving from the summer school classes by a staff member.

Blair/Horeb:	Horeb Park Shelter
Hawthorne:	Hawthorne Field
Summit View:	Outdoor Classroom (blacktop, top of hill at front)
Heyer:	Heyer Elementary Playground
Banting:	Banting Park Shelter (Summer Explorers)
Lowell:	Lowell Park Shelter (Summer Explorers)

Pick-Up:

When picking up your child(ren), parents/guardians must walk to the designated meeting area and sign your child(ren) out of the Cool School "Rec" or Summer Explorers program.

Hawthorne:	Hawthorne Field
Blair/Horeb:	Horeb Park Shelter
Summit View:	Outdoor Classroom (blacktop, top of hill at front)
Heyer:	Heyer Playground
Banting:	Banting Park Shelter (Summer Explorers)
Lowell:	Lowell Park Shelter (Summer Explorers)

Children cannot be dismissed from the program without a parent/guardian signing them out, unless written permission is given by their parent/guardian. If someone other than the parent/guardian picks up your child, that person must be authorized to do so on the *Child Information Form* or written permission must be submitted to Cool School/Explorers leaders prior to the pick-up.

Late Pick-Up:

We ask that you be observant of your pick-up time and arrive before the program closes for the day. All children must be signed out on the daily sign-out sheet. Anyone that arrives after the program closes will be assessed a fee. This fee is \$5.00 for every 15 minutes or fraction thereof. This fee will be paid the day of the late pickup.

We understand that emergencies may occur. If you find yourself in such a predicament, please call the Cool School "Rec" or Summer Explorers phone. This courtesy will alleviate anxiety on the part of your child and the Cool School leaders.

Continuous late pick-ups will result in the dismissal from our program.

What to Bring and not Bring

Attire:

Please make sure your child dresses comfortably and wears shoes that they can run and play in. Tennis shoes are preferred. Also, be sure to send along some swimsuit, towel, waterproof bag and clothes to change into when they have a water activity. Please be sure to label all items to ensure that they are returned to the proper child. WPRF is not responsible for lost or damaged items.

Extras:

Please note that your child will be outside whenever the weather permits. Spray Sunscreen and bug spray should be applied at home and an additional supply should be included in children's bags to reapply throughout the day. Spray Sunscreen is recommended. Please practice how to apply with your child prior to attending our summer programs.

Personal Items:

Cell phones, MP3 players, tablet devices and electronic games, etc. **are not allowed** at Cool School "Rec" and Summer Explorers. We provide all the equipment/materials needed; therefore, participants should not bring games or toys from home. Items from home may be taken from your child and returned to the parent at pickup. Jackets, lunches, extra clothing, etc. should be labelled with your child's name.

Snacks and Healthy Non-Perishable Lunches

Children will need two healthy snacks each day and a healthy non-perishable lunch (exception, breakfast and lunch will be served at Blair, Hawthorne and Heyer during June 18-July 20, excluding July 5 & 6)

Health and Emergency Information

It is the responsibility of the parent/guardian to complete the attached *Child Information Form* for participants prior to your child(ren) beginning the program.

Please inform the Cool School/Explorers leaders of any medical condition that requires consideration or accommodations by the Recreation Department staff. It is important to identify any special needs for the protection of the individual, other participants and program staff. We will respect your confidentiality.

If your child is injured or ill at Cool School/ Explorers and requires more than basic First Aid, we will attempt to contact the parent/guardian or listed emergency contacts. All steps will be taken to assure the safety and welfare of your child. If your child is injured and transported to the local hospital, a Cool School/Explorers leader will stay with your child always until you or an emergency contact arrives.

The City of Waukesha Parks, Recreation and Forestry Department does not provide medical/hospital insurance coverage for persons participating in sponsored activities and cannot assume responsibility for injury to any participants in its recreation programs.

Medication Policy

Medication will only be distributed at our all-day program sites (Summer Explorers & Cool School "Rec")

- Medication will be stored in a locked storage box
- Parental consent and Physician Order must be on file with staff before medication is administered
- Medication will be given to the participant in private by a staff member
- Staff will hand the participant the medication, observe them take it and look in their mouth to be sure it is swallowed
- Staff will then document that the medication was taken
- It is the Parent/Guardian responsibility to make sure that medication is available for distribution at the site
- Epi-Pen will only be administered by staff that has been trained in Epi-Pen administration.

Due to the nature of our program all participants must be fully independent with bathroom needs.

Additional Program Information

Applying Sunscreen on Children

Parents/Guardians should be advised to apply sunscreen on their child(ren) before attending programs.

In all-day programs, children are asked to bring their own sunscreen and will be asked to re-apply sunscreen by themselves under the direction of WPRF staff. Staff will point out any areas that did not get covered. WPRF staff will only assist children if they are having difficulty reaching areas needing to be covered. Two staff members will be present when applying. Please practice how to apply with your child prior to attending our summer programs.

Americans with Disabilities Act

We comply with the American with Disabilities Act (ADA) which prohibits discrimination based on disability. We will make reasonable accommodations for individuals with disabilities who meet essential eligibility requirements for the desired program. Individuals with disabilities are encouraged to contact the Parks, Recreation and Forestry Department.

Photograph Policy

Please be aware that WPRF participants may be photographed or taped for promotional purposes (i.e., WPRF Activity Guide, Channel 25, newspapers). Please let the staff know if you do not want your child to be photographed.

Field Trips and Special Events

The fees for the field trips have been built into the registration costs. Please note that your child(ren) may need extra money for snacks or miscellaneous items on a field trip, but leaders **will not** be responsible for any additional money for children. Your child will bring home a permission slip to be signed and returned to Cool School/Explorers staff by a specific date.

**Thanks for joining us at Cool School "Rec" or the
Summer Explorers Program ...**

We're looking forward to a great summer!

Code of Conduct

Unacceptable Conduct – Such conduct includes but is not limited to the following actions: Defiance of authority, disorderly or disruptive conduct, fighting, foul or abusive language or gestures, illegal gambling, harassing, threatening or intimidating others, loitering, possession of weapons or dangerous articles (as defined by local police/state statutes), possession or use of tobacco in any form, misuse or destruction of any WPRF equipment or facilities, setting fires, sexual harassment or assault, repeated tardiness, theft, robbery or extortion, use, possession, sale, distribution or being under the influence of alcohol or any other illegal controlled substance, vandalism, willful disobedience, arrests or convictions in the community, such as an ordinance violation, a misdemeanor, a felony, or a traffic violation on or adjacent to WPRF property, related to participant safety or contrary to the program environment, use or possession of laser pens and/or pointing devices, hazing, and bullying.

The following procedures will be used in handling discipline situations:

1. Verbal warning (with reasons as to why the behavior is inappropriate) and/or redirection of behavior will be the immediate action in correcting inappropriate behavior.
2. Behavior/Incident Report will be filled out with a detailed description of the incident and behavior. Staff will document the strategies employed to correct the behavior and this form will be shared with the parent/guardian and program coordinator. Conversations with Program Coordinator, Instructors and Parents/Guardians may take place to identify success strategies and positive reinforcement strategies.
3. **The severity of the child's behavior will determine what actions need to be taken – possibly dismissal from the program.** This may include partnering with the WPRF team and additional community resources to seek alternative tools and strategies for your child's behavior.
4. In effort to keep all our participants safe, running from staff and physical aggression to staff or other children will not be tolerated and will result in immediate dismissal from the program.

Our approach is to work as a team with the child, staff, Program Coordinator, and Parents/Guardians to work towards appropriate behavior and interactions. Our goal is to ensure that your child is successful within our program setting. We will keep an open line of communication with you regarding your child and ask that you do the same with us. Please feel free to communicate any issues, concerns, strategies, etc. to help us promote the success of your child in the program.

*Any violent or physical actions, including children that continually run away from staff and their group, will receive an automatic removal from the program. **The City of Waukesha Parks, Recreation and Forestry Department reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others and/or if inappropriate behavior does not stop.**



City of Waukesha Parks, Recreation & Forestry

YOUTH DEVELOPMENT CHILD INFORMATION FORM SUMMER 2018

Child's Name _____

First

Middle

Last

Date of Birth ____/____/____ **Age** ____ **Grade** ____ **Program Site:** _____

Primary Parent/Guardian Email: _____

Address _____ **City** _____ **Zip** _____

Parents/Guardians

Parent/Guardian 1: _____ **Relationship:** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian 2: _____ **Relationship:** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian 3: _____ **Relationship:** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian 4: _____ **Relationship:** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contacts

Name _____ Relationship to Child _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Name _____ Relationship to Child _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

(More on back)

Persons Authorized to pick up Child other than Parents/Guardians:

Name _____ Phone _____ Relationship: _____
Name _____ Phone _____ Relationship: _____
Name _____ Phone _____ Relationship: _____
Name _____ Phone _____ Relationship: _____

Child Health/Behavior

Does your child have any allergies, previous serious illnesses, medications, behavioral concerns, special needs, etc.? ____Yes ____No

If yes, please explain: _____

Child's Physician _____ Phone: _____

If your child requires medication to be administered, you must complete an authorized to administer medication form.

Any other Information, you would like to share with Staff regarding your child:

Parent/Guardian Signature _____ **Date** _____

All information must be completed prior to leaving your child in with WPRF staff. All information on this form is kept in confidence and shared only with WPRF program staff and administrators. Thank you!



City of Waukesha Parks, Recreation & Forestry
Authorization to Administer Prescribed or Over the Counter Medication



**ONLY NEEDS TO BE COMPLETED AND RETURNED IF YOUR CHILD WILL BE TAKING
MEDICATION AT THE COOL SCHOOL "REC"/SUMMER EXPLORERS PROGRAM**

Child's Name: _____ **Date of Birth:** _____
Address: _____ **City:** _____ **Zip:** _____
Program Site: _____ **Parent/Guardian:** _____
Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Prescribed Medication Only - PHYSICIAN ORDER

I am prescribing medication for (child's name) _____ which is as follows:

Name of Medication	Dosage	Form of Administration	Time	Possible Adverse Side Effects

For inhaled medications, only – check appropriate line:

_____ In my opinion, this student demonstrates the ability to carry and self-administer the above medication. If not checked WPRF staff will carry and help administer this medication.

Physician's Name: _____ **Phone Number:** _____
Physician's Signature: _____ **Date:** _____

Over the Counter Medication – Parent Order

Name of Medication	Dosage	Form of Administration	Time	Possible Adverse Side Effects

I give permission for my son/daughter to receive the medication authorized by his/her physician. I give permission to share this information with the appropriate WPRF staff. I will:

- 1.) Deliver medication to Cool School "Rec"/Summer Explorers Staff in pharmacy-labeled container (Prescription only) or original container/packaging (over the counter only).
- 2.) Maintain a sufficient supply of medication at daily.
- 3.) Obtain a new authorization form if any changes occur with this medication.
- 4.) Pick up any un-used medication.

The above order shall remain in effect through the end of the program for the Summer of 2018 unless discontinued, changed by the physician, or if the parent/guardian withdraws the request in writing.

Parent/Guardian Signature: _____ **Date:** _____